PROCEDURES FOR PRINTING
CLAIM SCHEDULES AND REMITTANCE ADVICES

This procedure covers the process for printing Claim Schedules and Remittance
Advices on agency printers. It assumes that all reviews and reconciliations are
completed and all accounting entries are properly recorded.

Step 1:   ACCESS THE PRINTER REQUEST MENU

From the CALSTARS Master Menu, enter Command G.4 or B.1 and press
<Enter>. This will display the Printer Request Menu, which looks like this:

```
                        PRINTER REQUEST MENU
ENTER OPTION:                                              ORG CODE: 7101
  PRIMARY PRINTER ID:              REPORT CLASS:        REPORT ID:
  TERMINAL ID:                SECONDARY PRINTER ID:     POSITION NUMBER:
  OPTION LIST:
  (B)  BACK SPACE A PRINTER;
  (C)  CANCEL A NON-CONTINUOUS REPORT;
  (E)  RELEASE A HELD REPORT;
  (F)  FORWARD SPACE A PRINTER;
  (H)  HOLD A REPORT ON A PRINTER;
  (I)   INTERRUPT A PRINTER;
  (Q)  INITIATE TEST PATTERN;
  (R)  RESET PRINTING OF A REPORT;
  (S)  START A PRINTER FOR A SPECIFIC CLASS;
  (V)  BROWSE A REPORT;
  (W)  WAKE UP A SLEEPING PRINTER;
  (X)  DISPLAY PRINTER/REPORT QUEUE;   NOTE: RETURN BY TYPING PRINT
  (Z)  CLEAR A REPORT QUEUE
REQUIRED TITLES WILL BE HIGH-LIGHTED WHEN OPTION IS SELECTED
```

STEP 2: VERIFY THAT SCHEDULES AND RAs ARE ROPEd:

To determine if Schedules and RAs are ROPEd and ready to print, enter X in the Option field, and press <Enter>. Be sure to use the ID assigned to the printer on which claims and RAs are printed. This is usually the character printer. The ROPES screen for that printer will then be displayed and will look like this:

```
                        ---------- R O P E S ----------
** PRINTER CTP1 **           CONTROL TERM. 520V **   CLASSES A              ** STATUS IDLE
LAST MESSAGE: AUTOSTART DONE.
REPORT      CLASS   PRIORITY      LINES     PAGES     LINES     PAGES     STATUS       FORM
NAME                            QUEUED    QUEUED   PRINTED   PRINTED
CFL1RW06      R       127        1057        53         0         0       PRINT READY  RW06
CFL1RW05      S       127        1178        19         0         0       PRINT READY  RW05
            ** 88.036/11:33      ROPS/TCL1/ /
```

To return to the Printer Request Menu, key PRIN over ROPS at the bottom right of the screen and press <Enter>.

STEP 3: LOAD AND TEST FORMS:

Load Claim Schedule or Remittance Advice forms into the printer, if not already done. To determine proper forms alignment, the following is keyed to the Printer Request Menu:

FIELD	CODE	
	CLAIM	RA
ENTER OPTION	Q	Q
PRIMARY PRINTER ID	PRINTER ID	PRINTER ID
REPORT CLASS	S	R
REPORT ID	RW05	RW06

OPTION (Q) - INITIATE TEST PATTERN

This option initiates the transmission of a test (or forms alignment) message to the printer.

The test request takes effect immediately and will interrupt any other activity on the specific printer.

NOTE: The paper in the printer should be positioned at the line corresponding to "Top of Form" page before issuing this command. To establish and maintain proper forms alignment, the following sequence is suggested:

1. Make certain that the printer is on "HOLD".

2. Position the paper so that the line corresponding to "Top of Form" page is ready to be printed;

3. Release the printer from "HOLD".

4. Issue this command.

5. Adjust the form in the printer based on the test pattern and re-enter the Q option.

STEP 4: PRINT SCHEDULES AND REMITTANCES ADVICES

Once the appropriate forms are aligned in the printer, actual schedules and RAs are printed by coding the following to the Printer Request Menu:

| FIELD | CODE | |
	CLAIM	RA
ENTER OPTION	S	S
PRIMARY PRINTER ID	PRINTER ID	PRINTER ID
REPORT CLASS	S	R
REPORT ID	RW05	RW06

OPTION (S) - START A PRINTER FOR A SPECIFIC CLASS

This option is used to start the printer and will begin printing the automated Claim Schedule or Remittance Advice, depending on the Report Class and ID specified.

This command is also used to restart printing after responding to a forms change message.

STEP 5: VERIFY THAT ALL SCHEDULE/RAs PRINTED:

Using the procedure identified in step 2, view the ROPES screen to verify that all schedules queued were printed. The "LINES QUEUED" should equal the "LINES PRINTED" and the "PAGES QUEUED" should equal the "PAGES PRINTED", as shown below:

```
----------              R  O  P  E  S  ----------
** PRINTER CTP1 **          CONTROL TERM. 520V **   CLASSES A              ** STATUS IDLE
LAST MESSAGE: AUTOSTART DONE.
REPORT     CLASS   PRIORITY    LINES     PAGES     LINES     PAGES    STATUS        FORM
NAME                           QUEUED    QUEUED    PRINTED   PRINTED
CFL1RW06     R       127        1057       53       1057       53     PRINT READY  RW06
CFL1RW05     S       127        1178       19       1178       19     PRINT READY  RW05
             ** 88.036/11:33        ROPS/TCL1/ /
```

MISC.   If the forms jam during printing, you can use option R to restart after clearing the jam and realigning the forms per STEP 3.

OPTION (R) - RESET PRINTING OF A REPORT

This option will reset the report on the printer to its first page. If the report is currently printing, it will restart immediately. Otherwise, it will begin printing its first page when it is next selected for printing.

NOTE: If some Schedules or RAs have been printed and you restart using this option, those documents will be reprinted. Immediately discard all Schedules already printed when using the restart option.

Many questions can be answered by referring to the CALSTARS Manual. If you have researched the Manual and still have problems, contact your CALSTARS analyst or the Hotline.